



United States
**Census
2010**

It's In Our Hands

Welcome to the 2010 Census!

We're excited that you are interested in a position helping to complete the 2010 Census. In this brochure, you will find information on qualifications, hiring decisions, training, and work schedules.

Additional brochures are also available that cover other information in greater detail, such as the types of positions available with the 2010 Census, and sample questions from our employment test. For more information, please visit our jobs web site at: www.2010censusjobs.gov.

Be a part of the 2010 Census Team!

- ✓ Earn good pay
- ✓ Get paid weekly
- ✓ Work flexible hours
- ✓ Receive paid training
- ✓ Receive reimbursement for authorized mileage and other work-related expenses
- ✓ Help your community have a successful 2010 Census

Apply Today!

For more information, visit our web site at:

www.2010censusjobs.gov

or call our toll-free jobs line:

1-866-861-2010

FedRelay: 1-800-877-8339 TTY



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**What Happens Next . . .
now that you've applied
for a 2010 Census job**



You've taken the first step!

Thank you for taking the time to apply for a census job. You have just completed the first step in the application process. Your application and test score will be keyed into our applicant database.

What happens next?

Information from your application is used to perform a background check. When work becomes available in a community, applicants from that community who meet the minimum qualifications are eligible to be hired. Minimum qualifications include:

- ✓ A completed application
- ✓ Proper identification documents
- ✓ A favorable background check
- ✓ A completed employment test

How are hiring decisions made?

Job offers to qualified candidates are dependent upon several factors:

- ✓ Availability of work in your community
- ✓ Your test score
- ✓ Your language skills
- ✓ Veterans' preference
- ✓ The hours you are available to work each week

Please understand that not every qualified applicant will be hired. If a job becomes available in your community and you are selected, we will contact you.



What if my contact information changes?

You may call the Local Census Office to update your contact information provided on your application. Visit our jobs web site, www.2010censusjobs.gov, to obtain the telephone number for the nearest Local Census Office, or call our toll-free jobs line, 1-866-861-2010, and enter your residential ZIP Code to be routed to the appropriate office.

What about training?

If you are offered a census taker position, you must be available for four days of training. Training will be held either during daytime hours or during evening and weekend hours. You will be paid for this training at your regular hourly rate.

Where and when will I be working?

After completing training, census takers receive work assignments that vary in length depending on the amount of work required in your community. Census takers work in their communities locating households, explaining the purpose of the census, conducting personal interviews with respondents who failed to return their 2010 Census questionnaire, and recording their responses on paper forms. In most cases, a valid driver's license and use of a vehicle are required to work as a census taker.

Most work conducted as a census taker requires that you work a flexible schedule. Census taker positions involve interviewing the public, so you must be available to work when people are usually at home. This includes evenings and weekends. Both full-time and part-time hours can vary between day and evening schedules; however, work schedules will not exceed 40 hours per week.

Office jobs, such as census clerks, are located within a Local Census Office, have less variable hours, and can involve shift work. Office jobs are not available in all areas. Check the jobs web site, www.2010censusjobs.gov, to determine if there is a Local Census Office near you.



Your involvement is important!

Information gathered during the 2010 Census allows the Federal government to:

- ✓ Apportion the seats in the House of Representatives
- ✓ Draw State Legislative Districts
- ✓ Distribute more than \$300 billion annually in federal, state, local, and tribal funds
- ✓ Evaluate the success of community programs
- ✓ Identify populations that might be open and responsive to new services
- ✓ Determine sites for new businesses

Tell your family and friends...

Field and office positions are a very important part of the 2010 Census. Our success depends on recruiting enough qualified candidates in all communities throughout the nation. We hope you'll pass along this information to family members or friends who might be qualified for a census job.

For more information about 2010 Census jobs, visit our web site at www.2010censusjobs.gov or contact us at our toll-free jobs line: 1-866-861-2010.

